



# OneUSG Connect Checklist and Important Dates

## For Managers

The OneUSG Connect Go Live date is **Sunday, June 18**. Here are some important transition dates and checklists to help you and your employees get ready.

### Transition Checklist

#### Before Go Live

- Approve final biweekly timecards in ADP/eTIME for direct reports by June 16.
- Have a meeting with your team to address concerns, discuss transition tasks, and answer any questions.
- Watch provided training videos to become familiar with Manger and Employee Self Service.
- Read and understand important date actions. Contact your HR department if you need assistance.

#### After Go Live

- Login to OneUSG Connect for the first time.
- Confirm direct reports are listed under My Team in Manager Self Service.
- Verify that your personal and direct deposit information is accurate. Make adjustments as needed before submitting your first timesheet in OneUSG Connect.
- Add any licenses and certifications to your profile.
- Confirm your W-2 delivery preferences. Go green and receive your W-2 electronically!
- Approve final monthly timecard in ADP/eTIME by June 20.
- Approve first biweekly timesheet in OneUSG Connect. See important dates for details.

### Important Dates

- June 9 - 18** Avoid making changes in ADP to personal, Federal/State tax, or direct deposit information. Contact your HR department for immediate assistance.
- June %** Final **biweekly** timecard approval due in ADP/eTIME by 3pm. **Include projected time worked on Saturday, June 17.**
- June 18** OneUSG Connect Go Live!
- June 20** Final May & June **monthly** timecard approval due in ADP/eTIME by 9am. **Include any leave taken in June.**
- June 22 - 26** Benefits in ADP is unavailable. **Make any life status changes when the new OneUSG Connect - Benefits system goes live on June 26.**
- June 23** Receive final **biweekly** paycheck from ADP/eTIME.
- June 23** Approve **biweekly** employee absence requests & time through Saturday, July 1 by 5pm. Enter projected time worked and absences for **biweekly** employees, as needed, in preparation for the unavailable period.
- June 24 - 28** OneUSG Connect is unavailable **You will not have access to OneUSG Connect. You will not be able to enter time or approve absence requests timesheets.**
- June 26** OneUSG Connect - Benefits Go Live!
- June 29** Final **biweekly** absence & time approval due in OneUSG Connect by 4 p.m. **Include projected time worked through Saturday, July 1.**
- June 30** Receive final **monthly** paycheck from ADP/eTIME.
- July 7** Receive first **biweekly** paycheck from OneUSG Connect.
- July 20** First **monthly** timesheet approval due in OneUSG Connect by 9am.
- July 31** Receive first **monthly** paycheck from OneUSG Connect.

